

DIRECTOR, TAX ADMINISTRATION



FAIRFAX COUNTY GOVERNMENT



Shaping the Future of Government

BUILDING ENRICHED COMMUNITIES

- A strong and diverse business base
- Abundant real estate options
- Skilled and talented workforce
- Excellent quality of life
- Crucial transportation assets



THE COUNTY AND THE COMMUNITY

Building Enriched Communities for a Better Tomorrow

Formed before the Revolutionary War, Fairfax County was home to many of America's earliest statesmen, including George Washington of Mount Vernon and George Mason of Gunston Hall. It is one of the premier centers of commerce and technology in the United States. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia. It has a large diverse and dynamic economy, and is home for eight Fortune 500 companies, more than 400 international owned firms, and the largest concentration of technology jobs of any major U.S. market. Minority-, women-, and veteran-owned businesses make significant contributions to the economy and add diversity to the business community.

The county offers residents an excellent environment in which to raise and educate their children. The Fairfax County Public School System and area private schools offer parent numerous education options. Fairfax County is also a leader in higher education where five major colleges and universities, including the main campus of George Mason University are located. Northern Virginia Community College – the largest community college in the Commonwealth of Virginia – has two campuses in Fairfax County. The community has a wealth of cultural and recreational resources that provide abundant opportunities for children to learn and grow.

Governed by a 10-member Board of Supervisors, Fairfax County government consistently achieve high praise for fiscal stability, quality service and technological sophistication. With over \$3.9 billion in general fund revenues, Fairfax County maintains an exceptional Triple-A bond rating from three leading rating agencies – Moody's Investor Services, Standard and Poor's, and Fitch Investor Service.

DTA VISION

Generating revenue fairly, to help the county protect and enrich the quality of life for people, neighborhoods, and diverse communities of Fairfax County.

DTA MISSION

To uniformly and efficiently assess and collect county revenue, provide high-quality customer service and promote an empowered, well-informed community.

DTA PHILOSOPHY

As Fairfax County Government employees, we are committed to excellence in our work. We celebrate public service, anticipate changing needs and respect diversity. In partnership with the community, we shape the future. DTA employees are committed to this philosophy through our values.

- Excellence in what we do and pride in who we are;
- Lead by example;
- Take ownership of customer needs;
- Better service through innovation;
- Promote teamwork among a diverse workforce and community to achieve mutual success;
- Honesty and integrity in public service.

THE DEPARTMENT

The Department of Tax Administration (DTA) enforces the tax provisions outlined in the Fairfax County Code, and the tax provision of Title 58.1 of the Code of Virginia. DTA handles the assessment and collection of all property taxes and business licenses for the county, and is responsible for \$3.4 billion per year in General Fund revenue. The department handles approximately 360,000 real estate parcels, one million vehicles, and 40,000 business accounts. DTA also has oversight over other miscellaneous tax programs such as Tax Relief for the Elderly and Disabled, Parking Tickets, Dog Licenses, and Hotel Taxes. The operating budget for the department is \$24 million. Operating with maximum efficiency, the department is comprised of four specialized divisions with a staff of 300 professional and administrative staff. The divisions are:

Real Estate Division

The Real Estate Division is responsible for the annual assessment of all real property, residential and commercial, in the county. Virginia law requires that assessments be uniform and based on 100% of fair market value.

Personal Property Division

The Personal Property and Business Licenses Division is responsible for the assessment of personal property (including vehicles and business equipment), business license taxes, and a variety of local license taxes such as transient occupancy tax, short-term daily rental tax and bank franchise tax.

Revenue Collection Division

The Revenue Collection Division is charged with billing and collecting all Fairfax County taxes. DTA's cashier counter also accepts payments for Consumer Affairs licenses and processes Petty Cash vouchers for other county departments.

Administration Division

This Division is comprised of several specialized subsections to include departmental planning and management, budget and payroll, and administration of the tax relief program for the elderly and disabled. In addition, this division provides representation on the Cigarette Tax Board and on the Agricultural & Forestal Advisory Committee. This division also provides a public ombudsman for the collection of parking tickets.

THE POSITION

The Director serves as the county Assessor and Tax Collector, exercising independent statutory duties subject to appeal to the Board of Equalization, State Tax Commissioner and/or Circuit Court as may be applicable. Extensive responsibility is exercised over the

TAX RELIEF

- Elderly
- Persons with disabilities



development of effective administrative policies and procedures in the taxation of the county. Subject to the confidentiality restrictions of Virginia law, the Tax Director advises and consults with the county Executive, Chief Financial Officer and other senior management on all property tax assessment and collection matters. This is an appointed position which serves at the pleasure of the county Executive, and employment is therefore "at will."

General direction and supervision is exercised over the specialized operational divisions within DTA: Real Estate Assessments, Personal Property and Business License Assessments, Revenue Collection, and Tax Relief. The position requires one to have the ability to analyze and interpret complex financial and tax records and reports; deal effectively with the public, the Board of Supervisors, Committees, and other elected officials; and accurately interpret the law. Excellent communication skills, both written and oral, are required. Reporting to the Chief Financial Officer, the Director is a member of the senior management team. Other duties include, but are not limited to:

- Plans, evaluates, assigns and reviews work of staff assigned to the department in four separate divisions, including development of internal and external financial controls, tax policies, and strategic plans. This includes oversight of multiple tax systems, and other management systems;
- Ensures attainment of acceptable departmental metrics, such as current collection rates;
- Oversees the amendment of tax and supplemental assessments, account adjustments, penalty waivers and tax refunds pursuant to the requirements of state and county law;
- Ensures proper cash management and security for all collections, cashier counters and vault operations;
- Monitors state legislation for any impact on county tax policies and procedures, and provides input to the county's Legislative Director on proposed legislation before the Virginia General Assembly;
- Provides monthly reports on revenue forecasting for the current and upcoming year, and provides more detailed real estate assessment forecasts as required by the Chief Financial Officer;
- Formulates the Department's local fiscal budget and state Compensation Board budget;
- Oversees and resolves tax assessment and collection appeals, and renders final local appeal determinations;
- Ensures delivery of quality customer service in all aspects of department operations and responds to taxpayer complaints and inquiries.

PROPERTY TAXES

- Assessments of real property
- Commercial and residential
- Licenses and fees
- Revenue collection



Essential Knowledge, Skills & Abilities

- Comprehensive knowledge of property tax law and business licensing requirements pursuant to the Code of Virginia;
- Thorough understanding of the principles, methods and practices of mass assessing real and personal property taxes;
- Knowledge of cash management, billing and collection processes in local government;
- Understanding of finance and budgeting, preferably in a municipal setting;
- Comprehensive knowledge of modern office practices and procedures, and of standard office equipment and systems (to include Excel, Word, Outlook);
- Ability to plan, manage, organize and direct the work of a large staff with a focus on teamwork while operating in separate divisions engaged in a variety of financial and customer service activities;
- Ability to prepare and submit clear, concise and accurate reports either orally or in writing;
- Ability to establish and maintain effective working relationships with other employees, governmental officials and the general public.

Minimum Qualifications

A bachelor's degree from an accredited college or university with a degree in public administration, assessing, appraisal, management, accounting, finance, business or law, or a closely related field, plus 10 years of progressively responsible professional experience in real estate/personal property appraisal or revenue management, to include five years at a management level and supervisory experience, developing strategic work plans, management of human capital, and budget development and control.

Preferred Qualifications

Possess experience or education in any of the following:

- A master's degree in a relevant area of study;
- Licensed appraiser, preferably with the state of Virginia;
- Professional designation from the International Association of Assessing Officers or comparable professional appraisal association;
- Law degree;
- Certified Public Accountant;



- Extensive experience in budget preparation, management, development, and implementation;
- Proven ability to build and establish on-going relationships;
- Twelve years or more years in local government finance with extensive management experience in tax assessment and collections;
- Extensive experience managing a large-scale revenue administration department;
- Ability to problem-solve and execute decisions;
- Excellent senior-level leadership, supervisory, and team building skills.

Physical Requirements

This position is primarily sedentary, and may require lifting of up to 20 pounds with or without reasonable accommodations.

Necessary Special Requirements

This position requires the appointee to submit to a criminal background check and a credit history check as a condition of hiring and periodically thereafter. Completion of a "Statement of Economic Interest" form at time of hire and annually thereafter is required.

Selection Procedure

Panel interview.

Compensation

The salary range is \$111,441 to \$185,685 is negotiable based on the knowledge and experience of the selected candidate. The county's benefits include:

- Fairfax County Employees' Retirement System (defined);
- A variety of benefit plans including health, dental, vision, flexible spending, long-term care;
- Deferred compensation;
- 11 ½ days of annual holidays;
- Group term life insurance;
- Paid leave (sick and vacation);



FAIRFAX COUNTY POPULATION AND WORKFORCE CHARACTERISTICS

POPULATION

Population: 1,130,924

Portion of population that is foreign-born:
30.0%

Households: 391,724

Average persons per household: 2.86

Median age: 37.3

Persons 5 and older who speak a language other
than English at home: 36.4%

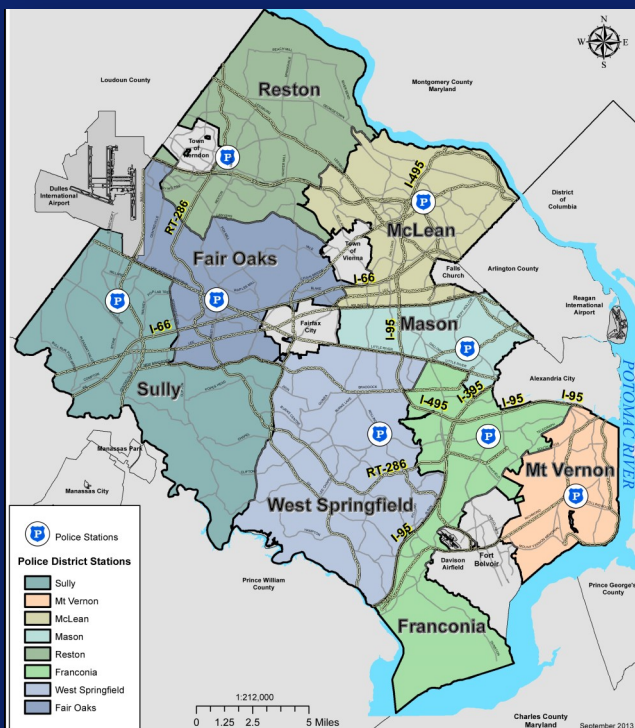
WORKFORCE

Civilian labor force: 627,615

Unemployment rate: 3.9%

Residents working in Fairfax County: 53.0%

*Statistics courtesy of Fairfax County's Economic
Development Association.*



- Employee Assistance Program;
- Employee's Child Care Center;
- Fitness center;
- Flexible work schedule;
- Telework;
- Transportation subsidy;
- Discount educational programs;
- Credit Union

How to Apply

Apply online at:

[http://agency.governmentjobs.com/
fairfaxcounty/](http://agency.governmentjobs.com/fairfaxcounty/)

Refer to **Job # 16-00856** when applying. Deadline
to apply is May 27, 2016 by 5:00 p.m. EST.

**It is the policy of Fairfax County Government to
prohibit discrimination on the basis of race, sex,
color, national origin, religion, age, veteran
status, political affiliation, genetics, or disability
in the recruitment, selection, and hiring of its
workforce.**

Reasonable accommodations are available to persons
with disabilities during application and/or interview
processes per the Americans with Disabilities Act.
Contact 703-324-4900 for assistance. TTY 711. EEO/
AA/TTY.



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